

RESOLUTION No. 09-02-08

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO ADD THE POSITION OF ASSISTANT DOCK MASTER AND CORRESPONDING JOB DESCRIPTION; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Classification and Pay Plan is revised to add the position of Assistant Dock Master and corresponding job description. A copy of the job description is attached hereto as Exhibit A.

Section 3. The salary range shall be set at the same range as that of the Ship's Store Clerk, which is \$22,276.80 to \$29,988.00.


Section 4. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Balius, who moved its adoption. The motion was seconded by Vice-Mayor Daly, and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR PAUL W. CASTRO	<u>/</u>	___
VICE-MAYOR ED DALY	<u>/</u>	___
COMMISSIONER CHUCK BALIUS	<u>/</u>	___
COMMISSIONER JEFF CAREY	<u>/</u>	___
COMMISSIONER PATRICIA OSTERMAN	<u>/</u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 09-02-08 duly passed and adopted this 6 day of February, 2008.

TOWN OF LAKE PARK, FLORIDA

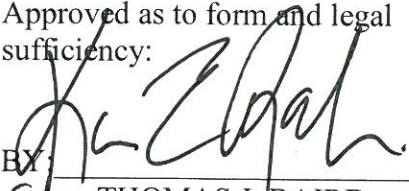
BY: 
PAUL W. CASTRO
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK



Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

ASSISTANT DOCK MASTER

CLASSIFICATION CODE: 571
PAY GRADE:
DEPARTMENT: MARINA

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Harbor Marina Director, responsible for planning, directing and coordinating all Marina activities. Delegates duties and responsibilities to other employees of the Marina as necessary. Work is reviewed through conferences and reports for the achievement of desired results. Performs other work as requested. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of anyone position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Assistant Dock Master position.

1. Direct and coordinate activities necessary to the operation, maintenance, repair and upkeep of the Marina.
2. Establish and maintain a cordial and friendly relationship with all Marina patrons and with the general public.
3. Enforce Marina rules and regulations in accordance with the Town Code.
4. Assign boat rental slips according to established procedure to Marina applicants and maintain comprehensive records relating to such assignments.
5. Direct or assign the direction of all boat launching, parking and related activities.
6. Collect launching fees resulting from the day-to-day Marina operation, and deliver all monies to the Finance Department.
7. Recommend to the Harbor Marina Director steps necessary to maintain the Marina in a neat, safe and orderly manner.
8. Maintain current records of Harbor Marina operation and use, and provide periodic reports as required by the Marina Director.

REQUIREMENTS:

A. Education and Experience:

High School diploma or equivalent; supplemented by three (3) years of experience in the maintenance and operation of a Marina; or an equivalent combination of training and experience. Valid Florida drivers license required.

B. Knowledge, Skills and Abilities:

- Knowledge of the principles, practices and methods of the operation of a Marina.
- Knowledge of boating and seamanship functions.
- Ability to establish and maintain effective public relations.
- Ability to develop long-range plans and to effectively present them to policy making bodies.
- Ability to maintain records and prepare reports.
- Ability to maintain and repair Marina facilities as necessary
- Must be able to swim.

PHYSICAL REQUIREMENTS:

Tasks involve frequent walking; standing; some lifting and carrying of objects of moderate weight (12-20 pounds); operation of vehicles, office equipment, or hand tools in which manipulative skills and hand-eye coordination are important for safe and/or productive operation.

ENVIRONMENTAL REQUIRMENTS:

Tasks may require frequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Tasks require color, sound, odor, form and texture perception and discrimination.

BLOODBORNE PATHOGENS:

Category II-Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.